

CITY OF IRWINDALE

SENIOR CENTER SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, assists in performing a variety of specialized office, program, and services support functions; assists in programs for senior citizens such as social recreation activities, arts and crafts, educational programs, and trips/excursions and performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates and promotes daily activities, programs, and workshops for senior citizens; assists in performing a variety of specialized office, program, and services support functions.
2. Organizes center fitness classes; researches and contracts with instructors; maintains contracts and insures that insurance requirements are met.
3. Coordinates facility rentals for Irwindale Community Center and Irwindale Mission; meets with clients to show sites, books reservations, maintains monthly rental calendar, collects fees, and ensures adequate staffing.
4. Assists patrons with questions and concerns; answers phone calls and provides information to customers; inventories supplies and assists with purchasing of departmental supplies and rental of equipment.
5. Performs a range of office support functions, including preparing memos and correspondence, organizing and filing records, maintaining calendars, updating participant lists, and following up with program participants and staff.
6. Assists with specialized program support functions such as registering patrons for senior center recreation programs; collects fees; and reconciles monies received.
7. Organizes and supervises various programs and workshops; verifies that staffing is available for events and programs.
8. Compiles statistical data and maintains class rosters; processes monthly invoices, collects fees, and obtains and vets certificates of insurance.
9. Makes arrangements and records reservations for programs such as lunch programs; maintains daily logs and completes reports.
10. Performs specialized program support functions such as documenting temperature of food delivered for lunch program, setting up lunch areas and preparing food to be served; assists with serving meals; replenishes coffee supplies and keeps area clean; drives van to transport meals to homebound residents and transports seniors to various locations.
11. Leads Summer Youth Program as necessary; creates schedules and timesheets; assigns job duties; conducts end of year evaluations.
12. Cleans and sanitizes kitchen equipment such as refrigerator, warmers, trays, and pots and pans; operates dishwasher.

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13. Prepares and maintains accurate written reports and records related to programs and services.
14. Assists with facility and equipment set-ups and prepares rooms for special events.
15. Assists with the care and maintenance of equipment and supplies; inspects and cleans facilities.
16. Observes safety and City rules and regulations for events; ensures City facility users are aware of rules and regulations.
17. Maintains budgets for assigned programs.
18. Maintains department website and social media.
19. Provides guidance to volunteers.
20. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Program and facility operations and practices.

Principles and practices of record keeping and reporting.

Basic math.

Techniques of public relations and customer service practices.

Methods and techniques of first aid and CPR.

Appropriate safety precautions and procedures within the area of assignment.

Modern office procedures, methods and equipment including computers and applicable software applications.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Plan and coordinate special activities and events.

Learn and apply office and facility policies and procedures.

Apply safe food handling practices.

Respond to emergency situations and administer first aid or CPR as necessary.

Organize and maintain office records.

Type at a speed necessary for successful job performance.

Operate office equipment including computers and applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Specialized training in food service management, gerontology, human services, social sciences, recreation or a related field is desirable.

Experience:

Two years of experience or training in leisure activities, health program promotions or food service.

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License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, certification in basic first aid and CPR.

Possession of, or ability to obtain a valid Food Handler Certificate within 30 days.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office and senior center environment; travel to different locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: The employee is regularly required to stand, sit, walk, talk and hear, in person and by telephone; lift, straighten, and move tables and chairs and/or equipment to arrange facilities for special events and/or meetings. Employee may also occasionally lift, move, and carry objects weighing up to 40 pounds. Finger dexterity and light grasping is required to handle, feel, and operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds. Sensory demands include the ability to see within normal range, and talk, and hear, and use electronic touch keypads. The noise level is moderate, typically below 70 decibels.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: November 2016
Ralph Andersen & Associates